



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCBul 5600
ARDE
5 May 06

MARINE CORPS BULLETIN 5600

From: Commandant of the Marine Corps
To: Distribution List

Subj: ACQUISITION OF PRINTING AND DOCUMENT SERVICES

Ref: (a) DOD Instruction 5330.03 of 8 Feb 06
(b) FAR Subpart 8.8
(c) DON EBUSOPSOFFINST 4200.1A

Encl: (1) MOA between ARDE and DAPS
(2) Sample HQMC DAPS ID card

1. Purpose. To promulgate the establishment of a Memorandum Of Agreement (MOA) with the Department of Defense (DoD), Defense Logistics Agency (DLA), Document Automation and Production Service (DAPS) in support of all staff agencies, activities, and independent offices comprising Headquarters Marine Corps.

2. Background.

a. Reference (a), paragraph 3, establishes the DAPS as the DoD single manager for printing and high-speed high-volume duplicating, including both operation of in-house facilities and procurement of these services from outside DoD. Further, reference (a), paragraph 5.5, requires the Heads of DoD Components to obtain document services through the DAPS.

b. The Publishing and Logistics Systems Management Section (ARDE), Publishing and Logistics Management Branch (ARD), Administration and Resource Management Division (AR), Programs and Resources Department (P&R), Headquarters Marine Corps is responsible for providing printing and publishing services to the Marine Corps; including, but not limited to, printing and distributing to the operating forces all manner of publications, documents and forms.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

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c. For the purposes of this Marine Corps Bulletin, definition of the terms printing and publishing includes the production of all manner of forms, directives, regulations, books, pamphlets, periodicals, manuals, guides, maps, drawings, schematics, graphs, graphic images, photos, art work, posters, and other documents produced by or on behalf of the Marine Corps regardless of subject, type, source, or media. Additionally, the inherent processes associated with printing, digitization, duplication, reproduction, automation, publication, binding, preservation, packing, packaging, dissemination and distribution of any of the aforementioned documents are hereinafter referred to collectively as document services.

d. Per the provisions of reference (a), paragraph 5.5.2, ARDE has entered into the Memorandum Of Agreement (MOA) at enclosure (1) with the DAPS on behalf of all staff agencies, activities, and independent offices comprising Headquarters Marine Corps. This MOA allows for HQMC personnel to obtain document services from the specified DAPS facilities at no cost to the customer. Charges for document services rendered by DAPS, to authorized HQMC personnel, shall be paid by ARDE.

3. Information.

a. The Marine Corps has established Combat Visual Information Center (CVIC) facilities throughout CONUS and WestPAC capable of providing document print-on-demand, duplicating, digitizing, automation and publishing services. All Marine Corps commands and activities collocated with a Marine Corps CVIC - including those comprising HQMC - are required to obtain document services from the local CVIC to the maximum extent of the CVIC's capabilities as their first preference provider; and from the DAPS as the second preference provider.

b. Two Marine Corps CVIC facilities are available to support Marine Corps activities within the National Capitol Region, they are:

(1) HQMC CVIC, located in room 1312 of the Navy Annex; phone number (703) 614-3668.

(2) MCB Quantico CVIC, located in building 2009, Zeilen Road; phone number (703) 784-2381.

c. Marine Corps Commands and activities not collocated with a Marine Corps CVIC - including those comprising HQMC - shall obtain document services from the local DAPS to the maximum extent of the DAPS capabilities as their first preference provider.

d. The DAPS has established document automation and production facilities throughout CONUS, Europe and WestPAC. These DAPS facilities offer document services rivaling those offered by any commercial entity.

e. Normally, customers obtain document services from the DAPS using their independent activity Government Commercial Purchase Card (GCPC) or by completing a DoD Printing Requisition/Order form, DD Form, DD282; delineating the type of document services required and citing the chargeable Line of Accounting (LOA).

f. All too often, the business processes associated with obtaining approvals to use the GCPC or with completing and funding the DD282 can be more complex and cumbersome than the document services being requested.

g. Enclosure (1) was established to ensure all staff agencies, activities and independent offices of HQMC have access to required document services absent a need to use a GCPC or complete a DD282. Intent is to provide HQMC customers with walk-in, print-on-demand, full document services support with zero paper-work complications.

h. The HQMC DAPS ID card, example at enclosure (2), has been designed to enable DAPS personnel to differentiate HQMC customers from other customers and bill the appropriate LOA for services rendered.

i. All document services rendered by DAPS to a holder of the HQMC DAPS ID card shall be charged by DAPS against the LOA provided by ARDE through the Defense Finance and Accounting System (DFAS).

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j. There are several participating DAPS facilities;

(1) Five are located within the National Capital Region, they are:

- (a) The Pentagon, room 2E1043; (703) 695-4314.
- (b) MCB, Quantico, 101 Barnett, Ave; (703) 784-2206.
- (c) Fort Belvoir, 8725 Kingman, RD; (877) 327-7226.
- (d) WNY, Bldg 21, 534 Rickover St.; (202) 433-3811.
- (e) USAPA, Hoffman Bldg, Eisenhower Ave; (703) 325-9920.

(2) Six are located in the Southern region of Georgia and Florida, they are:

- (a) DAPS Regional Headquarters, Naval Air Station, Jacksonville, FL, PH: (904) 542-3446;
- (b) DAPS Office, Jacksonville, FL, PH: (904) 232-2292;
- (c) Naval Station, Mayport, FL, PH: (904) 270-6051;
- (d) Naval Sub Base, Kings Bay, GA, PH: (912) 573-8383;
- (e) Warner Robbins AFB, Macon, GA, PH: (478) 926-3060;
- (f) MCLB, Albany, GA, PH: (229) 639-5648 or 6216

(3) Two are located in the Norfolk area, they are:

- (a) Naval Station Norfolk, Norfolk, VA, PH: (757) 444-7068;
- (b) Dam Neck Annex, Virginia Beach, VA, (757) 492-7263.

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k. Intent is to issue a sufficient quantity of HQMC DAPS ID cards to each staff agency, activity and the independent offices of HQMC to enable authorized personnel to obtain document services efficiently with minimum delays due to awaiting return of a card by another user. A minimum of two per section is recommended.

l. The HQMC DAPS ID card shall be issued to the staff agency or activity vice an individual, precluding a need to reissue upon transfer of personnel.

m. The HQMC DAPS ID card is not a credit card; however, it is a serialized document representing a chargeable LOA and requires a prudent level of control to ensure it is safeguarded against fraud, waste and abuse. If lost, the loss must be reported by card serial number immediately to preclude unauthorized use. Lost cards must be reported to the ARDE issuing authority.

n. Issuance and usage of the HQMC DAPS ID shall be controlled and recorded at the section level to support audits and billing disputes. At minimum the usage register should reflect the name of user, date used, and quantitative information about the type of document services acquired; e.g., one pub of fifty pages at 10 copies for an aggregate of 500 copy pages, etc.

o. Acceptance and performance of work by the DAPS participating facilities is based upon a "first-come, first-served" basis. Delivery of products can be arranged at most, if not all, of the participating DAPS facilities. Job turn-around time and availability of delivery services will depend on the operational tempo within the DAPS and scope of the job to be done. In most instances, jobs are completed the same day received and often times within an hour or two of acceptance. There are jobs, however, so complex as to require several business days just to assemble all the loose images and text.

p. Required printing and publishing services exceeding the established per work-order cost threshold in enclosure (1), and those exceeding the capabilities of the CVIC and DAPS shall be referred to ARDE.

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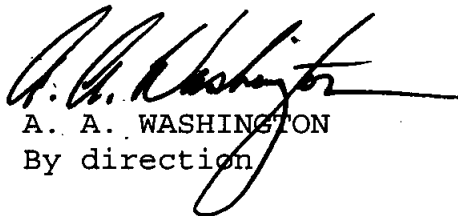
q. Per the provisions of references (a) and (b), under no circumstances are Marine Corps commands or activities - including those comprising HQMC - authorized to procure document services directly from commercial vendors regardless of contracting methodology, cost, method of payment, type of funds used, or intended end use.

r. Per the provisions of reference (c), the GCPC is not authorized for use to procure printing and publishing services from any source other than DAPS.

4. Action. Heads of staff agency's, activities and independent offices of HQMC desiring to make use of the aforementioned DAPS facilities are requested to determine the number of HQMC DAPS ID cards required by their organization and contact the issuing authority: Mr. Robert W. Renner (ARDE) at telephone: (703) 614-1712 or via email: robert.w.renner@usmc.mil, to arrange for issuance of the HQMC DAPS ID cards.

5. Applicability. This bulletin is applicable to all staff agencies, activities and independent offices comprising Headquarters Marine Corps - regardless of location.

6. Cancellation. This bulletin is canceled one year from date signed or upon incorporation into a higher authority directive whichever may occur first.


A. A. WASHINGTON
By direction

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CG MCRC (5)
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MEMORANDUM OF AGREEMENT

Between

**Publishing & Logistics Systems Management Section (ARDE)
Publishing and Logistics Management Branch (ARD)
Administration and Resource Management Division (AR)
Programs and Resources Department (P&R)
Headquarters, United States Marine Corps (HQMC)**

And

**Document Automation & Production Service (DAPS)
Washington Office Group, Washington, DC;
Jacksonville, FL including Blunt Island and MCLB, Albany, GA;
Norfolk Naval Station, Norfolk, VA.**

This agreement is executed between the Marine Corps' Publishing and Logistics Systems Management Section (ARDE), Headquarters Marine Corps (HQMC) on behalf of all Headquarters Marine Corps activities and personnel; and, the Document Automation and Production Service, (DAPS), Washington Office Group (WOG) representing the DAPS facilities located throughout the National Capitol Region; the DAPS Jacksonville representing all DAPS facilities within the greater Jacksonville area, including but not limited to, the DAPS facility located aboard Marine Corps Logistics Base, Albany, GA; and, the DAPS Norfolk representing all DAPS facilities within the greater Norfolk and Hampton Roads, VA area, including but not limited to, the US Naval Station, Norfolk, VA.

1. **PURPOSE:** The purpose of this Memorandum of Agreement (MOA) is to establish a business relationship and understanding of mutual support between the aforementioned DAPS facilities and HQMC ARDE outlining the responsibilities of both parties relative to acquisition and management of document services to be performed by DAPS on behalf of HQMC activities and personnel located throughout the National Capitol Region; MCLB, Albany, GA; and the Norfolk Naval Station; including, but not limited to, document printing, digitization, duplication, reproduction, automation, publication, binding, packing, packaging, dissemination and distribution; all the aforesaid services hereinafter are referred to as document services. These document services are to be performed by the aforementioned DAPS facilities at no cost to the HQMC customer, all cost incurred rendering said services will be paid by HQMC ARDE. Through this MOA, the DAPS commits itself to providing timely and responsive document services to all HQMC activities and personnel; and, the HQMC Publishing and Logistics Systems Management Section (ARDE), commits to reimbursing DAPS for all expenses incurred for said services; provided, said services are rendered to or on behalf of HQMC activities and personnel in accordance with the provisions outlined here in.

Memorandum of Agreement – HQMC ARDE and DAPS

2. DOCUMENT SERVICES AUTHORIZED UNDER THIS MOA:

- a. Under this agreement, DAPS will provide the following document services to all HQMC activities and personnel without further charge to the customer:
- 1) Provide document services for all types of official documents – other than classified – for any and all authorized HQMC customers' up-to a cost not exceeding \$2,500.00 per work-order; including the cost of materials and supplies such as boxes, envelopes, electronic media, labels, bindings, glues, inks, toners, paper, over-coatings, postage and labor.
 - 2) Perform quality assurance checks to ensure all printed, reproduced, scanned and digitized documents are of highest quality and a 100% true facsimile of the original with no content lost or changed; correcting errors and reproducing all documents rejected by the HQMC customer at no extra charge if DAPS was at fault.
 - 3) Produce electronic media with appropriate labels; including CD/DVD jewel cases with covers and inserts, envelopes, disc labels, mailer-containers, and mailing labels as may be required.
 - 4) Perform all work in-house; no work will be outsourced at cost to the Marine Corps, any work exceeding DAPS in-house capabilities shall be referred to the Marine Corps, Central Printing and Publications Management Organization - HQMC ARDE.
 - 5) Ensure all DAPS employees and contractor personnel understand and follow all regulations pertaining to Non-Disclosure of materials and information.
 - 6) Ensure all document services as may be requested by the HQMC customer for a single document or group of documents destined to be bundled together are performed as work on a single work-order; i.e., work is not knowingly broken down or divided and performed separately, nor invoiced incrementally in an effort to circumvent the established per work-order cost threshold.
 - 7) Monitor the HQMC funding line to assist ARDE in ensuring funds are not exhausted during the fiscal year; notifying ARDE whenever the available funding drops below the threshold for a single work-order.
 - 8) DAPS will assign a unique Customer ID for ARDE, all work performed by or on behalf of HQMC activities and personnel at that DAPS facility under this MOA will be charged against the unique Customer ID assigned by the DAPS.
 - 9) DAPS will provide ARDE a monthly billing report at the end of each month, this report shall comprise a compiled listing of all charges made against the aforementioned unique Customer ID during the month. Cut off for compiling monthly charges during the month will be on the same business day of each month, to be designated by the DAPS; subsequent charges accumulated during the month after the close-out date shall be compiled and reported on the forth coming month. Compiled monthly billing reports shall be provided to ARDE by close-

Memorandum of Agreement - HQMC ARDE and DAPS

of-business the last working day of the first week of each month.

- 10) DAPS will submit billings for work performed and chargeable to the unique Customer ID through the Defense Finance and Accounting Service (DFAS), citing the Line Of Accounting (LOA) information provided by ARDE on the DD282 funding transaction.
- 11) Upon request, provide ARDE itemized billings with copies of customer signed acceptance invoices or work tickets.
- 12) Refer all HQMC customers with irresolvable disputes or complaints to the Head, ARDE; any such complaints or disputes shall be resolved by the Director DAPS, for each of the aforementioned DAPS facilities working directly with the Head, ARDE.

b. Under this agreement, the HQMC ARDE will:

- 1) Annually, at beginning of each fiscal year, provide the DAPS a Form DD282 citing a chargeable Line Of Accounting (LOA) as a funding transaction for all document services to be provided to HQMC activities and personnel under this agreement during the forth coming Fiscal Year.
- 2) Establish a serialized customer ID card citing the aforementioned unique Customer-ID code assigned by the DAPS, providing DAPS a means to identify HQMC personnel authorized to procure document services under this agreement.
- 3) Monitor expenditures against the LOA to ensure funds are not exhausted during the fiscal year; providing additional funding through amendments whenever the available funding drops below the threshold for a single work-order.
- 4) Reimburse DAPS for all charges incurred in the delivery of document services to or on behalf of HQMC; provided, rendered services are within the scope and provisions of this agreement.
- 5) Resolve disputes working directly with the Director of each DAPS facility.

3. DOCUMENT SERVICES PROHIBITED UNDER THIS MOA: The following document services are not authorized under this agreement; all HQMC customers with requirements for such work shall be referred to ARDE.

- a. Non-official documents or materials of any kind regardless of intended end-use.
- b. Classified material, regardless of scope, purpose or intended end-use.
- c. Work-orders exceeding the established cost threshold.

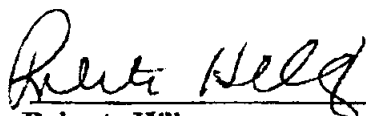
Memorandum of Agreement – HQMC ARDE and DAPS

- d. Document design; including, but not limited to, document or page formatting, layout and alignment; text and graphics layout, enhancement, and caption placement; and folio work.
- e. Reproduction or duplication of magazines, newspapers, or other periodicals or commercial enterprise publications in-part or in-whole.
- f. Invitations, Retirement and Change-of-Command announcements, and other ceremonial or heraldic work.
- g. Employment and Job Opportunity announcements.
- h. Production for distributions to non-HQMC units, regardless of format, scope, purpose, intended end-use or media – all such distributions must be performed by HQMC ARDE.
- i. Copyright protected materials regardless of scope, purpose or intended end-use.
- j. U.S. or foreign currency, postage stamps, permits or other tangible items with monetary exchange value.
- k. Work for Marine Corps Non-Appropriated Fund activities or personnel.
- l. Work for Non-HQMC activities or personnel.
- m. Digitization of documents for inclusion in electronic archives; all such work is performed by DAPS (Great Lakes, IL) on a separate MOA – refer all HQMC customers requiring digitization for electronic archives to HQMC ARDE.
- n. Calendars all types; including, but not limited to, desktop pads, wall calendars, desktop “flip page” calendars, and “Day-Planner” inserts and similar items available through normal supply channels.
- o. Blank Forms; including Medal and Award Certificates.
- p. Letter Head Stationery
- q. Business Cards
- r. Personalized documents such as: “From the Desk of:” stationery, note pads, and sticky notes.
- s. Materials otherwise prohibited by Public Law or higher authority policy or regulation.
- t. Document services to be paid for by the customer using their independent activity Government Commercial Purchase Card (GCPC).

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Memorandum of Agreement - HQMC ARDE and DAPS

4. **TERM OF THE MOA:** This MOA will become effective immediately upon signature by each of the undersigned, and will remain in force indefinitely until mutually rescinded. Deletions, additions, or modifications shall be made in writing and must be mutually agreed to.

**Roberta Hillary**

Director

DAPS, Washington Office Group, Washington, DC

4-21-06
Date**Mr. Joe Barrett**

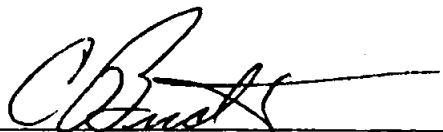
Director

DAPS, Jacksonville, FL

4-19-06
Date**Mr. Earl Waddell**

Director

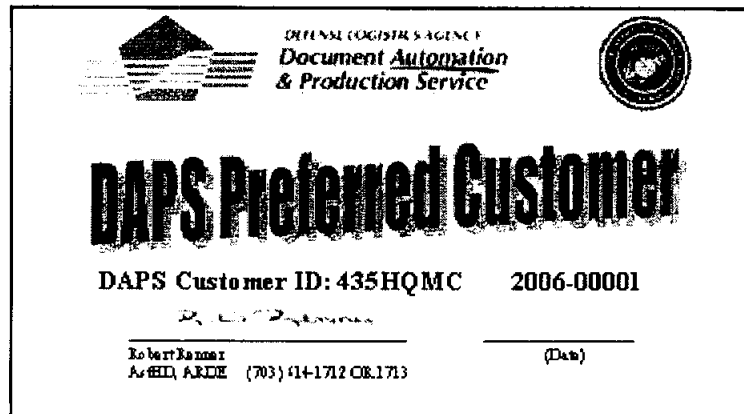
DAPS, Norfolk, VA

4/20/06
Date**Mr. Curtis G. Bricker**

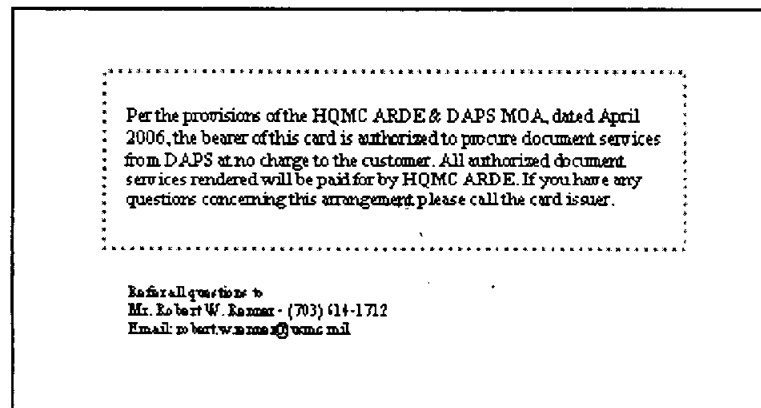
Head, Publishing and Logistics Systems Management Section
Publishing and Logistics Management Branch
Administration and Resource Management Division
Programs and Resources Department
Headquarters, United States Marine Corps

4/21/06
Date**Enclosure (1)**

The HQMC DAPS ID card, depicted below, will enable the DAPS Customer Service representatives to differentiate between HQMC customers and all others and invoice charges for document services rendered accordingly. 1/



The front of the HQMC DAPS ID card is depicted above. Each card shall reflect the DAPS customer ID number and a sequentially assigned serial number. Although each card will cite the same customer ID, no two cards will have the same serial number.



The reverse side cites the MOA as authority and provides point of contact information for the card issuer.

1/ Images purposely distorted to prevent unauthorized duplication.

Document Automation and Production Service (DAPS)
(Continued)

Mailing & Folder Labels

Organizational Charts

Presentation Slides

Posters

Paper to Digital

Digital to CD/DVD

CD/DVD Duplication

CD/DVD Labels & Covers

Paper Selection – various colors and sizes

Binding all types - Perfect, Tape, Comb, GBC,

Stapling, Saddle Stitch, spiral, etc..

Hole Punching – one, two and three hole; a host of other document services too numerous to list.

The following services are NOT authorized under the MOA:

Non-Official documents of any kind;

Classified materials, regardless of intended use;

Work-orders exceeding \$2,500.00;

Calendars – all types;

Invitations, Retirements, or Change of Command

announcements and other ceremonial or heraldic type

work - must be requisitioned from ARDE;

HQMC Letterhead Stationery – must be requisitioned from ARDE;

Reproduction of magazines, news papers, or other

periodicals or commercial enterprise publications;

Document graphic layout or design – if you need this type of service contact ARDE and other arrangements will be made;

Employment and Job opportunity announcements;

Copy righted materials;

Personalized stationery, note or memo pads;

Business Cards;

Products destined for mass distributions to the Operating Forces or beyond the immediate geographical area.

Materials otherwise prohibited by Public Law or higher authority policy or regulations.

To assist you:

There are five participating DAPS facilities within the NCR, they are located at:

Pentagon, RM 2E1043, PH (703) 695-4314;

MCB Quantico, VA, PH: (703) 784-2206

Ft Belvoir, VA; PH: (877) 327-9920

Washington Navy Yard, PH: (202) 433-3811

USAPA, Hoffman BLDG, PH: (703) 325-9920

There are six participating DAPS facilities in the Southern Georgia and Florida area – supporting MCLB Albany and Blunt Island – they are located at:

Regional HQ's at NAS Jacksonville; (904) 542-3446

DAPS, Jacksonville, FL; PH: (904) 232-2292

NS Mayport; PH: (904) 270-6051

NSB, Kings Bay, GA, PH: (912) 573-8383

Warner Robbins AFB, Macon, GA, PH: (478) 926-3060

MCLB Albany; PH: (229) 639-5648 or 6216

There are two participating DAPS in the Norfolk area – they are located at:

NS Norfolk, VA, PH: (757) 444-7068

Dam Neck, Virginia Beach, VA, PH: (757) 492-7263

Jobs can be submitted from your desktop to any of the

participating DAPS using the online access web site at:

<http://www.daps.dla.mil/DAPSONline/index.aspx>

enter the HQMC Customer ID in the funding field and your

HQMC DAPS ID serial number in the comments block.

Refer all jobs exceeding the \$2,500.00 threshold and those

destined for mass distributions to the Operating Forces to

HQMC ARDE.

Please direct any questions regarding this brochure, the

MOA, or printing and publishing services to Mr. Robert

W. Renner at 703-614-1712, DSN 224-1712; or send him

email at: robert.w.renner@usmc.mil, or send your query

to our organizational mail box at

ARDE@HQMC.USMC.MIL



ACQUISITION OF PRINTING & DOCUMENT SERVICES.

All of us, at some time or other, will be tasked with developing a report, briefing, or presentation. Often, the target audience is a much higher authority such as a Congressional Committee, a White House brief for the President or the NSA, the SECDEF, SECNAV or someone else of equal importance. Irrespective of the audience, the product you develop reflects upon you and your professionalism, so you want it to be the very best product it can possibly be; accurate, clear, logically flow, comprehensive, concise and to the point.

Whether about threshold technologies or a topic as exciting as watching molasses flow in winter, we all want to develop the very best product ever presented to an audience. In pursuit of that goal, not being a document specialist or graphic artist, we all want and need help from time to time – but where to turn? Who to ask?

AR Division – that's who!

It's our job to help you develop that report, briefing, or presentation. No matter the topic, we can help. We're not claiming to be Subject Matter Experts (SME) on all topics, but we are staffed with professionals in the business of providing document services. If we can't do what you want in-house, we know who can and we have business relationships with the very best in the business.

One of our primary mission goals is to provide Headquarters Marine Corps with fast, efficient, and reliable document services; the very best document services that can be had anywhere by any means; and, we take pride in meeting that goal.

To assist you, there are many tools at your disposal, starting with the Combat Visual Information Center.

Marine Corps Combat Visual Information Center (CVIC)

The Marine Corps has established CVIC facilities throughout CONUS and WestPAC. Staffed with document specialist and graphic artists, the CVIC is capable of providing graphic layout and design services unsurpassed anywhere. The CVIC capabilities also include document print-on-demand, duplicating, digitization, automation, and publishing services.

All Marine Corps commands and activities collocated with a Marine Corps CVIC – including those comprising HQMC - are encouraged to obtain document services from their local Marine Corps CVIC to the maximum extent of the CVIC's capabilities as the first preference provider.

All document services received from or through the CVIC are free to the Marine Corps customer.

There are two CVIC's within the NCR supporting HQMC, they are located at:

The Navy Annex, in Room 1312,
PH: 703-614-3668; and,
MCB, Quantico, at 2009 Zeilen Road,
PH: 703-784-2381

The CVIC's offer document services that include, but are not limited to:

Graphic layout and design;

Web Design;

In-plant Toner Based Full Color, B&W Printing and
Duplication - max sheet size 12x18 inches;

Cleared for classified (Up to SECRET)

A video library with hundreds of military oriented photos and images to choose;

Electronic presentations with animation;

CD/DVD Disc Reproduction;

Audio, Video & Data Composite & Editing;

Digital Video Disc (DVD) authoring;

Desktop Publishing (MAC & PC);

Invitations, Flyers, Pamphlets,
Booklets, Brochures, Books;

Posters & Graphic Art Displays - max single sheet size up-
to 60 inches;

Document finishing including In-plant Bindery, such as:
Side & Saddle Stitch, Comb, Coil, Wire, Velo Strip;
Glue Binding; Pad, Tape, & Perfect Case Binding;
Hard Binding; Lamination; and Paper Punch - One, Two,
Three Hole; and Paper Trim & Cutting; and a host of
others too numerous to list.

Also:

For those HQMC staff agencies, activities and independent
offices not collocated with a CVIC; and, for those special jobs
that exceed the capabilities of the CVIC:

The second preference provider is the Defense Logistics
Agency's Document Automation and Production Service
(DAPS).

Document Automation and Production Service (DAPS)

The HQMC ARDE and the Document Automation and
Production Service (DAPS) have entered into an MOA
establishing a partnership to provide all staff agencies,
activities and independent offices comprising
Headquarters Marine Corps with fast and reliable
document services; at no charge to the HQMC customer.

All document services rendered by the DAPS to HQMC
personnel, within the scope of the MOA, shall be paid by
ARDE.

DAPS will provide document services for all types of
official documents - other than classified – to include, but
not limited to, print-on-demand, duplication, digitization,
and automation including providing needed materials and
supplies such as boxes, envelopes, media, labels, bindings,
glues, inks, toners, paper, over-coatings, postage and
labor.

Before you go to DAPS – some things you need to
know:

To enable the DAPS to differentiate HQMC customers from
all other Marine Corps customers, a HQMC DAPS ID card
has been designed for requisitioning these services from
DAPS.

All staff agencies, activities, and independent offices of
HQMC need to contact ARDE to request the HQMC DAPS
ID. We will issue as many HQMC DAPS ID as your activity
head deems necessary to preclude delays awaiting return of
the card before another office or section representative can go
to the DAPS – we recommend at least two per section.

The point of contact for obtaining these cards is Mr. Robert
W. Renner; he can be reached at (703) 614-1712; email:
robert.w.renner@usmc.mil.

Additionally, the following are authorized services that
can be requisitioned from DAPS – for other than
classified - using the HQMC DAPS ID, up-to but not
exceeding a cost threshold of \$2,500.00 per work-order:

Print-On-Demand
Duplication
Replication
Digitization
Automation
Bi-fold and Tri-fold Brochures
Envelopes
Flyers